



**HUERFANO COUNTY REGIONAL  
BUILDING AUTHORITY BOARD**

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401 Main St., Suite #101  
Walsenburg, Colorado 81089  
Office (719) 738-1220

**CONTRACTOR LICENSING PROCEDURES**

**APPLICATIONS** - Available at the County, City of Walsenburg, and Town of La Veta Building Inspector offices.

Contractors shall return completed application, required fee, and copy of the ICC Certification to the County Building Inspector office at 401 Main Street, Suite #101, Walsenburg. (*Checks should be made payable to: Huerfano County Treasurer*)

**APPLICATION APPROVAL** - Huerfano County Regional Building Authority Board will meet at 10:00 a.m. the 1<sup>st</sup> Tuesday of each month at 401 Main Street, Walsenburg to review all applications. A Special Meeting will be called if requested by contractor and verified by jurisdiction building inspector that it is required in order to prevent a job delay. Please submit a written request explaining the necessity for a special meeting. A \$100 nonrefundable emergency fee will be charged.

The Huerfano County Regional Building Authority Board will review the application, verify references and approve or deny the application within five working days of the meeting. The approved application and license will be returned to the applicant with a copy being sent to each jurisdiction the license applies to. If application is denied, a letter giving specific reason for denial and all submitted information will be returned to the applicant. A copy of denial letter will be sent to each related jurisdiction.

*(Written letters of reference providing information requested on Page Five of application will assist in expediting application approval)*

The Huerfano County Regional Building Authority Board appreciates your desire to perform work in our area. Our goal is to ensure contractor qualifications and requirements are uniform and consistent for all contractors within Huerfano County.

## Huerfano County Regional Building Authority

### Building Contractor Licensing

**NOTE: PLEASE READ THESE INSTRUCTIONS THOROUGHLY BEFORE YOU PROCEED. PRINT OR TYPE ALL ENTRIES ON THE APPLICATION.**

**A. ALL CONTRACTOR APPLICANTS:**

1. "Contractor" applies to any person who contracts to provide material and/or labor for a job which requires a permit from any jurisdiction in Huerfano County.
2. All Contractors must have a Huerfano County Regional Building Authority license to perform construction work in Huerfano County.
3. Proof of Liability Insurance will be required when applying for a building permit. Insurance must pertain to the work you are requesting a permit for and show current coverage.

**NOTE: Applications and qualifications submitted will expire on December 31<sup>st</sup> of each year.**

**B. CONTRACTOR LICENSE FEES:**

- |   |       |
|---|-------|
| 1. Huerfano County (covering all Jurisdictions) | \$300 |
| 2. Single Jurisdiction                          | \$100 |

APPLICATION FOR A CONTRACTOR LICENSE
HUERFANO COUNTY REGIONAL BUILDING AUTHORITY
401 MAIN ST. STE #101
WALSENBURG, CO 81089
(719) 738-1220

Circle Applied License Type: Building A B C
D - Specify Trade \_\_\_\_\_

License Fee: \$300 Huerfano County (covering all Jurisdictions)
\$100 Per Jurisdiction
\_\_\_\_\_ Walsenburg \_\_\_\_\_ La Veta \_\_\_\_\_ County

Date \_\_\_\_\_

APPLICANT:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_
Mailing Street City State Zip

Address \_\_\_\_\_
Physical Street City State Zip

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Drivers License State/# \_\_\_\_\_

Have you held a Building license in any jurisdiction? Yes No

List all active licenses: \_\_\_\_\_

(Please attach copies of all active licenses to application.)

If jurisdiction does not require license, please attach letter from them on their
letterhead stating so.

Have you ever had a Building license suspended/revoked? Yes No

If so, by whom and under what name and for what reason?

Telephone numbers provided as references on page 3 of this application must be
reachable between 7:30 am - 4:30 pm (MT).

I hereby certify that the statements contained herein are true to the best of my knowledge
and belief. I understand a false statement in answering question on this application is
justification for revocation of a license.

Applicant's Signature

Date

**THE COMPANY:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
Mailing \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address \_\_\_\_\_  
Physical \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_  
(to receive notices, newsletter, etc.)

**Circle One:**

The Company is a:    Sole Proprietorship                    Corporation                    Partnership

Company Start Up Date: \_\_\_\_\_

Tax I.D. Number \_\_\_\_\_

Names and positions of Officers, Partners and Owners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPANY CERTIFICATION:**

The undersigned individual, partnership or corporation represents and warrants the above named "applicant" or "agent" for the contractor's license has the express authority to bind the company, partnership or corporation by this application and further, I/we agree to abide by the ordinances and regulations promulgated by Huerfano County, City of Walsenburg, and Town of La Veta and adopted by other local government entities within Huerfano County with regard to any work which is performed by our company pursuant to the contractor's license applied for in this application.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTE: THIS CERTIFICATION MUST BE SIGNED BY A PARTNER, OWNER OR AN OFFICER OF THE COMPANY OR CORPORATION.**

### REFERENCES

**Please provide names and numbers of people we can contact to verify your experience in the field you are applying for:**

Name of Company and/or Contract \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Your Position held: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

From Mo./Yr. \_\_\_\_\_ To Mo./Yr. \_\_\_\_\_

Description of Projects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Company and/or Contract \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Your Position held: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

From Mo./Yr. \_\_\_\_\_ To Mo./Yr. \_\_\_\_\_

Description of Projects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Company and/or Contract \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Your Position held: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

From Mo./Yr. \_\_\_\_\_ To Mo./Yr. \_\_\_\_\_

Description of Projects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Huerfano County Regional Building Authority**

### **MINIMUM QUALIFICATIONS**

#### **BUILDING CONTRACTOR**

#### **A – UNLIMITED**

##### **A. Application**

1. The application form shall be filled out completely and shall be in the form of sworn statement.
2. Contractor shall provide proof of ICC Certification or current license from any Colorado jurisdiction that test to ICC standards.

##### **B. Experience**

1. Five (5) years in the building construction field work on Type I-FR or Type II FR buildings and A, E or I occupancies as a foreman or superintendent responsible for the following activities:
  - a. Excavations
  - b. Erection of structural elements of reinforced concrete, steel, masonry, heavy timber, conventional light frame construction
  - c. General Supervision over all building trades
2. Three (3) years for one of the following may be substituted for an equal amount of the required field work:
  - a. Building construction administrative work consisting of one or more of these positions:
    1. Designer
    2. Draftsman
    3. Estimator
    4. Building Inspector
  - b. Engineering or architecture courses from an accredited college granting a BS or BA degree
  - c. A combination of a and b above may be accepted not to exceed a total of three (3) years
  - d. Having either held a class “B” Building Contractors license or worked in the class “B” field as a foreman or superintendent for at least three (3) years

## Huerfano County Regional Building Authority

### MINIMUM QUALIFICATIONS

#### BUILDING CONTRACTOR

#### B - LIMITED

##### A. Application

1. The application form shall be filled out completely and shall be in the form of sworn statement.
2. Contractor shall provide proof of ICC Certification or current license from any Colorado jurisdiction that test to ICC standards.

##### B. Experience

1. Four (4) years in the building construction field work as a foreman or superintendent responsible for the following types of activities on commercial buildings:
  - a. Excavations for buildings
  - b. Erection of structural elements of reinforced concrete, steel, masonry, heavy timber, conventional light frame construction
  - c. General Supervision over all building trades
2. Two (2) years of one of the following may be substituted for an equal amount of the required field work:
  - a. Building construction administrative work consisting of one or more of these positions:
    1. Designer
    2. Draftsman
    3. Estimator
    4. Building Inspector
  - b. Engineering or architecture courses from an accredited college granting a BS or BA degree
  - c. A combination of a and b above may be accepted not to exceed a total of two (2) years
  - d. Having either held a class "C" Building Contractors license or worked in the class "C" field as a foreman or superintendent for at least two (2) years

## **Huerfano County Regional Building Authority**

### **MINIMUM QUALIFICATIONS**

#### **BUILDING CONTRACTOR**

#### **C – HOME BUILDER**

##### **A. Application**

1. The application form shall be filled out completely and shall be in the form of sworn statement.
2. Contractor shall provide proof of ICC Certification or current license from any Colorado jurisdiction that test to ICC standards.

##### **B. Experience**

1. Two (2) years in residential building construction field work as a journeyman carpenter, framing contractor or as a construction foreman.
2. One (1) year of building construction administrative work may be substituted for an equal amount of field work. Such administrative work shall consist of one or more of these positions:
  - a. Designer
  - b. Draftsman
  - c. Estimator
  - d. Having built two (2) houses under owner generated permits
  - e. Having either held a class “D” specialty license or worked in a “D” specialty field as a journeyman if pertaining to residential construction
  - f. Building Inspector

## **Huerfano County Regional Building Authority**

### **MINIMUM QUALIFICATIONS**

#### **BUILDING CONTRACTOR**

#### **D – SPECIALTY**

##### **A. Application**

1. The application form shall be filled out completely and shall be in the form of sworn statement.
2. Contractor shall provide Specialty D License or equivalent from any other Colorado jurisdiction that test to ICC standards or meet experience requirements with no violations.

##### **B. Experience**

1. Three (3) years of field experience in Huerfano County in the respective trade to which the license pertains